



JOIN THE ANDREW FLECK FAMILY!

Bilingual Executive Assistant – Children’s Inclusion Support Services

Permanent · Part-Time · Non-Unionized

Andrew Fleck Children’s Services is looking to hire an experienced Executive level Assistant. Your role as Executive Assistant will be far from one- dimensional. Working closely with the Children’s Inclusion Director and Leadership team, you will have an opportunity to provide senior level bilingual support to the Director team enabling them to advance AFCS initiatives and goals. You will undertake the coordination of meetings and the preparation of committee materials, take meeting minutes, assist and lead special projects, and reports and analysis for internal and external distribution.

The Executive Assistant will have access to confidential and sensitive information and AFCS financial documents. The role directly supports the administration of the City-Wide Children’s Inclusion Support Services. Given the dynamic nature of executive-level focuses, the Executive Assistant must be flexible and consistent while maintaining the confidentiality of high-level systems and operations.

This position will be of interest to someone who enjoys working with others in a high energy environment, where working independently and taking personal initiative comes naturally. If you believe you are the perfect candidate for this role, apply now to join our growing team!

Available from: December 1st, 2025
Salary: \$30. 22- \$35.34 per hour (dependent on experience)
Hours: 25- 30 hours per week (flexible)
Location: 700 Industrial – Hybrid Remote: opportunity to work from home 2- 3 days per week
Closing date: October 8th, 2025
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children’s Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Work closely with the Director providing senior level support to ensure high quality delivery standards
- ✓ Review, research and manage the flow of information to CISS Team Members, Team Leaders, Partners, and Director
- ✓ Draft and disseminate information and communication for employees, families, partners, and community at large
- ✓ Prepare and format information for internal and external distribution. Skillfully use/develop program standard templates, and correspondence information
- ✓ Develop promotional materials and multi media presentations
- ✓ Maintain and update data on caseloads, equipment, health and safety; gather and submit invoices to database for director’s approval finance.
- ✓ Support Directors with monthly financial statements, and tracking special purpose or project funding, monitor specific program budget expenditures and share findings with Directors
- ✓ Manage or coordinate special projects under the direction of Program Director
- ✓ Manage/coordinate and plan Director level calendars, coordinate meetings, projects and events, liaise with external partners, committees, vendors, contractors and services
- ✓ Update manual, website information, and all program information systems; administer services and information tracking through appropriate software mechanisms (Digibot, Sage, Jotform, Mailchimp etc.).
- ✓ Set up and maintain electronic filing systems
- ✓ Liaise with external IT provider as needed, and support maintenance of group program technical equipment
- ✓ Prioritize work by considering risk, importance, urgency or potential Agency implications

To qualify for this role you have...

- ✓ **Fluency in Spoken and Written French and English *mandatory for this opportunity***
- ✓ Strong professional communication skills in both French and English in a written and oral format
- ✓ Strong organization and administrative skills; capable of operating independently with minimal direction; adaptable to various competing demands, and demonstrate the highest level of client service
- ✓ Excellent interpersonal and collaboration skills to interpret and communicate information requests
- ✓ Proven ability to handle confidential information with discretion
- ✓ Strong attention to detail, with a commitment to high quality work
- ✓ Highly self-motivated team player; ability to interact efficiently with peers and Leadership team
- ✓ Extensive technical skills in word processing, desktop publishing, All MS Office Programs (Word, Excel, PowerPoint, etc.)
- ✓ Extensive technical experience with a minimum of 5 years related business experience, preferably in an Executive Assistant role
- ✓ Strong organization and administrative skills; capable of operating independently with minimal direction; easily adaptable to various competing demands, and demonstrate the highest level of client service.
- ✓ Post-secondary education in Business, Office Administration, or equivalent formal training and related experience
- ✓ Knowledge of licensed childcare sector and children’s inclusion services would be an asset

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

APPLY TODAY!